

State of Nevada
State Emergency Response Commission
Hazardous Material Emergency Preparedness
2621 Northgate Lane, Suite 10, Carson City, NV 89706
(775) 687-6973 Fax: (775) 687-8798

Application Title Page
Original Signatures Required

Applicant Clark County Local Emergency Planning P O Box 551713, 500 S Grand Central Pkwy,
Agency: Committee Address: 6th Floor

City: Las Vegas Zip: 89155-1713 Phone No: 702-455-5710

FAX No.: 702-455-5718 E-Mail Address: jpo@co.clark.nv.us

Name of LEPC
Chair: Jim O'Brien

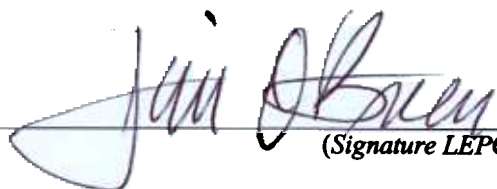
Fiscal Officer: Toni Pirotta Phone No: 702-455-5716 Fax No: 702-455-5718

Budget Summary:

Planning (rounded up)	\$
Training (rounded up)	\$ 15,750.00
TOTAL PROJECT	\$

LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

On behalf of the Local Emergency Planning Committee, I certify this body has reviewed the grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.


(Signature LEPC Chairman)

Date: 9/16/06

GOVERNING BODY APPROVAL: (County Commissioner or County Manager)

The Local Emergency Planning Committee has the approval to apply for funding through this grant.


(Signature)

Date: 8/16/06

Rory Reid, Chairman, Board of County Commissioners
(Print Name & Title)





Clark County Local Emergency Planning Committee



September 8, 2006

Karen Kennard, Executive Director
Nevada State Emergency Response Commission
2621 Northgate Lane, Suite 10
Carson City, NV 89706

Dear Karen,

Attached please find the SERC HMEP grant application package along with the board approved agenda item. The LEPC regrets to inform you that a quorum was not met during the August 30, 2006 LEPC meeting. The LEPC will have to ratify at the November 15, 2006 meeting.

Thank you,

A handwritten signature in blue ink, appearing to read "Jim O'Brien".

Jim O'Brien
LEPC Chair

**CLARK COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

Issue:	Emergency Management Grants	Back-up:
Petitioner:	Donald G. Burnette, Chief Administrative Officer	Clerk Ref#:
Recommendation: That the Board of County Commissioners approve and authorize the Chairman to sign the Hazardous Material Emergency Preparedness grant application to the State of Nevada, Emergency Response Commission in the amount of \$15,750, on behalf of the Clark County Local Emergency Planning Committee (LEPC), to assist the LEPC in hosting the annual HazMat Explo Conference; accept funds awarded; and authorize the LEPC Chairman to sign the grant award.		

FISCAL IMPACT:

\$15,750 Fund 2031.000 Cost Center 1080713000

BACKGROUND:

The Local Emergency Planning Committee plans to commit State of Nevada, Emergency Response Commission grant funds in the amount of \$15,750.00 to host 150 LEPC members and other public safety representatives to the November 13-16, 2006 HazMat Explo Conference.

150 x \$105 (\$95 registration and \$10 keynote speaker breakfast) = \$15,750.00

The grant funds will pass through the Clark County LEPC to the Nevada Association of Counties, 2003 HazMat Explo Conference account.

Whenever the federal government or any agency or officer thereof or any person, firm, corporation, or other organization offers to the Clark County Office of Emergency Management services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management or emergency preparedness, the Clark County Office of Emergency Management may accept such offer. (Ord. 1881 § 1 (part), 1996).

Respectfully submitted,


VIRGINIA VALENTINE
County Manager

/tap:dsu

Cleared for Agenda

8/16/06 dsu

Agenda
Item #

87

APPROVED/AUTHORIZED/ACCEPTED AS RECOMMENDED



CHECK SHEET

A finalized grant must include the following

- G Title Page (two original signatures)**
- G Goals**
- G Objectives**
- G Budget**
- G Budget Narrative (detailed)**
- G Certified Assurances (two original signatures)**
- G LEPC Compliance Certification (original signature)**
- G 1 Original of the completed application packet**
- G Copy of the LEPC meeting minutes stating review and approval of this FFY07 HMEP grant application**

Include this COMPLETED form with grant application

GOALS

The Clark County Local Emergency Planning Committee (LEPC) plans to commit SERC HMEP funding, in the amount of \$15,750.00, to sponsor 150 Clark County LEPC members and other public safety representatives by paying the \$95.00 registration and \$10.00 keynote breakfast fees for the November 13-16, 2006 HazMat Expo 10 Conference.

OBJECTIVES

To send 150 Clark County LEPC member and alternates and other public safety representatives to the HazMat Expo 10 Conference.

BUDGET/BUDGET NARRATIVE

Training –

The Clark County Local Emergency Planning Committee (LEPC) plans to commit SERC HMEP funding, in the amount of \$15,750.00, to sponsor 150 Clark County LEPC members and other public safety representatives by paying the \$95.00 registration and \$10.00 keynote breakfast fees for the November 13-16, 2006 HazMat Expo 10 Conference.

150 Registrations @ \$95 each	\$14,250.00
150 Keynote Speaker breakfasts @ \$10 each	<u>1,500.00</u>
Total expenses	\$15,750.00

HazMat Explo10

November 13 - 16, 2006

Individual Travel Expense Worksheet

Registration Fee (receipt) \$95.00 or \$105.00 with breakfast. \$ 105 X 150
Attendees sponsored by a LEPC and reimbursed from HMEP grant funds are not subject to regular \$150.00 or late registration fees. During registration, click on the NEVADA LEPC link.

Additional training courses (receipt) \$ _____

Hotel Room maximum \$58.00 X # of nights \$ _____

Per Diem - meals (maximum \$28.00 per day*)
Breakfast = \$5.50, Lunch = \$6.50, Dinner = \$14.00, \$ _____
Incidentals = \$2.00 per day

Deduct meals provided at conference (minus) \$ _____
Breakfast = \$5.50, if attending the Keynote Breakfast - Tuesday
Lunch = \$6.50, Exhibitor Luncheon - Wednesday, whether you participate or not.

Ground Transportation-round trip(receipt) To and from airport only \$ _____
Rental cars must be pre-approved by the SERC

Airline Ticket (receipt) maximum \$251.00 round trip \$ _____

Airport Parking (receipt) maximum \$12.00 per day \$ _____

Mileage (maximum \$0.445 per mile) \$ _____

TOTAL \$ 15,750.00

* *If you are in travel status at or before 6:30 AM, you may claim breakfast.*
If you are in travel status during the period 11:30 AM - 1:00 PM, you may claim lunch.
If you are in travel status at or after 6:30 PM, you may claim dinner.

Travel status begins from the time a person leaves their home/work station and ends when they arrive back at their home/work station.

The state rate for reimbursement is \$0.445 per mile. If a personal vehicle is used for the employee's convenience, the reimbursement will be reduced to \$0.2225 per mile. **Rental cars must be pre-approved by the SERC.**

NOTE: (receipt) means a receipt must be submitted for reimbursement.
All reimbursement requests require a Travel Claim which must be signed by the traveler.

CERTIFIED ASSURANCES

A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) FINANCIAL REPORTS** – The grantee/sub-grantee agency is required to submit, at a minimum quarterly, financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to the award period. All funds need to be obligated by the end of the grant period stated in the grant award, and expended and reported on within 45 days from the end of the award period. Failure to submit proper reports pursuant to current policies may jeopardize reimbursement and/or future funding from the SERC.

- 1) Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due within 30 days of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a match in the appropriate line on the report form.
- 4) Quarterly report required:** Financial reports are due at a minimum quarterly. If there are no expenditures within the quarter, a report with an explanation is required. Quarterly reports are due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).
- 5) Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report

date (45 days after the end of the award period), or if no further funds will be spent prior to the end of the award period.

- B) GRANT CHANGE REQUEST** - Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- C)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- D)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency's chief comptroller and that internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- E)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- F)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- F)** Any publication (written, visual, or sound) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant # _____, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation)."
- H)** The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.

- D) LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- J)** Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (*COUNTY COMMISSIONER OR COUNTY MANAGER*)

NAME (PRINT): Rory Reid TITLE: Chairman, Board of County Commissioners

SIGNATURE:  DATE: 8/16/06

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LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): _____

SIGNATURE:  DATE: 9-6-06



RETURN THIS FORM WITH THE APPLICATION

LEPC COMPLIANCE CERTIFICATION

The following must be met by the Local Emergency Planning Committees (LEPCs) as a requirement for compliance with SERC policies and procedures. This checklist must be completed, signed, and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

A check mark in the squares on the left will indicate a YES response.

G Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date: 02/15/06 Submitted: 03/02/06

Membership list reviewed/updated - Dated: 02/15/06 Submitted: 03/03/06

G Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC? Yes

G Has the LEPC submitted all required reports which summarize the financial management of the active grants (i.e., copies of invoices and verification of expenditures?) Yes

G Has the LEPC reviewed and/or updated its hazardous materials emergency plan (or haz-mat portion of the jurisdiction's "all hazards" plan) within the last year? Have Plan review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan?

Review/update - Date: 02/15/06 Submitted: 04/10/06

G Has the LEPC conducted an exercise, tabletop or full scale, of its hazardous materials emergency response plan within the last year?

Indicate the date of the most recent exercise: Kinder Morgan Pipeline
TTX 11/15/05 Reported: 11/21/05

G Has the LEPC met the annual requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: 9/25/05 Affidavit Submitted: 09/29/05

As chairman of the Clark County Local Emergency Planning Committee
County Name

Committee I attest all information provided on this eligibility certification is accurate.

Ψ Jim Bain
LEPC Chair Signature

Date: 9-08-2006

